

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Forest Practice Assistant Officer	
		Division and/or Subdivision Northern Region Headquarters	
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.		Location of Headquarters Santa Rosa	
		Class Title of Position Forestry Assistant II	
		Position Number 542-101-1093-003	
		Effective Date	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
40%	Under the general supervision of the Forester II Supervisory (Review Team Chair), the Forest Practice Assistant Officer performs the following duties: *Assists the Director in determining if timber harvesting documents are in conformance with Z'berg-Nejedly Forest Practice Act, California Board of Forestry & Fire Protection rules, California Environmental Quality Act (CEQA), and other pertinent regulations. *Assists in the review of documents for content, accuracy, feasibility, consistency, and compliance with statutory and regulatory requirements. *Prepares draft reports and correspondence for a licensed forester's review and signature. Consults with other state and federal agencies, CAL-FIRE field personnel, private Registered Professional Foresters, and other resources (e.g. library) to determine if information provided in the timber harvesting documents are accurate, complete, and in proper order. *Prepares review documents that clearly identify areas of concern or questions, which are supported with statutory documentation.		
20%	*Reviews non-discretionary Exemptions and Emergency Notices, for completeness, accuracy, and compliance with Board of Forestry & Fire Protection rules and other regulations. Corresponds with submitters to correct minor mistakes in the documents.		
10%	*Prepares newly submitted timber harvesting documents for intake into the CALTREES database. Reviews the documents for obvious issues of return. Corresponds with submitting foresters to correct minor mistakes in the submitted documents.		
10%	*Serves as acting Duty Forester responding to public questions or concerns regarding the Forest Practice Rules and other regulations. *Acts as back up and support for other positions during vacations and/or periods of high workload. *Assists with audits, geographic information system support, pre-harvest inspections and follow-up inspections. *These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.		
Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.			
Job qualifications and/or conditions of employment:			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Date _____	
Supervisor Signature _____		Date _____	

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Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
10%	*Maintains proficiency, qualification, and experience standards in accordance with applicable laws, rules, and departmental policy. *Completes Resource Management training per Departmental policy and applicable training guide for position.		
5%	*Responds to emergency incidents as required per Departmental policy.		
5%	*Other related duties as assigned.		
	<u>Desired knowledge and abilities</u> The Forest Practice Assistant will have a general familiarity of forest management principles and practices, forest protection and fire prevention, timber inventory methods, appraisal of forest lands and timber, management plans, forest products harvesting and sales, forest mensuration principles and practices, timber stand improvement, the fundamentals of land surveying and forest ecology. Also required is a familiarity with the Forest Practice Act, Board rules, the California Environmental Quality Act (CEQA), other State and Federal Environmental, Forest, and Fire Laws.		
	Maintains the Arduous Fitness Standard in accordance with department policy. The incumbent is required to wear respiratory protection equipment, including self-contained breathing apparatus (SCBA). As such, Cal/OSHA requires that the incumbent be annually medically cleared to be fit-tested for respiratory protection equipment.		
	*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.		
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Job qualifications and/or conditions of employment: Completes CAL FIRE Firefighter Academy (FFA) and Company Officer Academy (COA) training during probationary period as a condition of employment. May be subject to working nights, weekends or holidays in support of emergency incidents. This position requires a two-year commitment.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature Personnel use only	Date <input type="checkbox"/> Posted to Directory	Supervisor Signature	Date